



Xero Training

Xero Accounting

Introduction

This two day course is designed to provide you with comprehensive skills in a practical and hands-on manner. Participants will learn the necessary skills to effectively use Xero Accounting software in any environment.

Duration: 2 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

During this comprehensive 2 day Xero course, participants will work through real world examples to obtain a sound knowledge of Xero. The skills and knowledge acquired in this course will allow the user to manage a small or medium businesses accounting requirements as well as produce and manage purchase orders and invoices, manage accounts payable and accounts receivable, and produce BAS documentation and much more. All courses are taught by certified Xero advisors with real world bookkeeping experience.

Who Should Do This Course?

This course is intended for first time users of Xero accounting software who wish to manage the operations of a small or medium sized business. This course assumes no prior knowledge of Xero, and is ideal for participants just starting out with Xero. Those transitioning from other accounting platforms will also find this course helpful.

Prerequisites

The course is designed for participants with little or no previous knowledge of Xero. However, it would be beneficial to have a general understanding of personal computers and Windows operating system.

Content

Unit 1: Xero Introduction

- Cloud Based Accounting
- Understanding Logins, Access and Pricing
- Understanding my Xero
- Access my Xero
- Access the Xero Demo Company
- Creating a New Organisation
- Completing the Setup Guide
- Understanding the Xero Dashboard
- Understanding the Xero Menus, Icons & Tabs
- Getting Help & Support
- Understanding Xero Notifications
- Understanding Xero Files
- Uploading a File to the Inbox
- Taking a Photo
- Emailing a File to the Inbox
- Creating a Folder
- Create a Transaction from Files

Unit 2: Xero Setup

- Understanding Organisation Settings
- Understanding Financial Settings
- Understanding Tracking Categories
- Creating Tracking Categories
- Rename a Tracking Category
- Archive or Delete a Tracking Category
- Restore a Tracking Category
- Understanding Multi-Currency
- Adding a Currency
- View or Edit a Currency
- Understanding Tax Rates
- Add a Tax Rate
- Understanding Email Settings
- Create an Email Template
- View or Edit an Email Template
- Add an Email Address
- Add a Custom Contact Link
- Send a Xero Network Invite (Xero to Xero)
- Understanding Add-ons

Unit 3: Users

- Understanding User Roles
- Adding a User
- Editing a User
- Removing a User
- Inviting Xero Support

Unit 4: Charts of Accounts

- Understanding Chart of Accounts
- Account Input Fields
- Importing a Chart of Accounts
- Adding an Account
- Editing an Account
- Deleting an Account
- Archiving an Account
- Restoring an Account
- Exporting a Chart of Accounts

Unit 5: Banks Accounts

- Understanding Bank Accounts & Bank Feeds
- Adding a Bank Account
- Adding a Credit Card
- Establishing Bank Account Feeds

- Establishing Credit Card Feeds
- Adding a PayPal Account
- Establishing PayPal Feeds
- Account Transactions
- Creating a Spend Money Transaction
- Creating a Receive Money Transaction
- Creating a Transfer Money Transaction
- Archiving a Bank Account
- Restoring a Bank Account
- Understanding Bank Rules
- Creating a Bank Rule
- Editing a Bank Rule
- Bank Statements & Importing
- Importing a Bank Statement

Unit 6: Conversion Balances

- Understanding Conversion Balances
- Understanding the Conversion Date
- Setting the Conversion Date
- Entering Conversion Balances
- Entering Comparative Balances

Unit 7: Contacts

- Understanding Contacts
- Contact Input Fields
- Importing Contacts
- Creating a Contact Group
- Allocating To a Contact Group
- Adding a Contact
- Editing a Contact
- Archiving a Contact
- Restoring a Contact
- Merging Contacts
- Exporting Contacts

Unit 8: Inventory

- Understanding Inventory
- Inventory Input Fields
- Creating an Inventory Item (Untracked)
- Creating an Inventory Item (tracked)
- Editing an Inventory Item
- Opening Balances (Tracked Items)
- Exporting Inventory Items
- Importing Inventory Items

Unit 9: Invoicing - Sales

- Understanding Invoice Settings
- Adding a Payment Service
- Branding Theme Input Fields
- Creating a Branding Theme
- Editing, Copying & Deleting a Branding Theme
- Understanding the Sales Dashboard
- Invoice States
- Invoice Input Fields
- Creating a New Invoice
- Attaching Files to Invoices
- Editing an Invoice
- Copying an Invoice
- Voiding an Invoice
- Emailing an Invoice
- Printing an Invoice
- Recording a Payment
- Sending Receipts
- Searching Invoices
- Understanding Repeating Invoices
- Creating a Repeating Invoice
- Understanding Credit Notes
- Creating a Credit Note
- Importing Invoices
- Understanding Statements
- Sending a Statement
- Batch Deposits

Unit 10: Quotes

- Understanding Quotes
- Quote Input Fields
- Quote States
- Creating a Quote
- Sending, Printing and Deleting a Quote
- Accepting or Declining a Quote
- Copying Quotes

Unit 11: Purchases

- Understanding the Purchases Dashboard
- Bill States
- Bill Input Fields
- Creating a New Bill
- Attaching Files to Bills
- Editing a Bill
- Copying a Bill
- Voiding a Bill
- Importing Bills
- Recording a Payment
- Sending a Remittance

- Searching Bills
- Understanding Repeating Bills
- Creating a Repeating Bill
- Understanding Credit Notes
- Creating a Credit Note
- Understanding Batch Payments
- Creating a Batch Payment

Unit 12: Purchase Orders

- Understanding Purchase Orders
- Purchase Order States
- Creating a Purchase Order
- Editing or Deleting a Purchase Order
- Sending or Printing a Purchase Order
- Marking a Purchase Order as Billed
- Copying a Purchase Order

Unit 13: Expense Claims

- Understanding Expense Claims
- Expense Claim Input Fields
- Expense Claim States
- Creating an Expense Claim
- Editing and Viewing Expense Claims
- Submitting an Expense Claim
- Approving an Expense Claim
- Declining an Expense Claim
- Paying an Expense Claim
- Searching for Previous Claims

Unit 14: Reconciliation

- Understanding Reconciliation
- The Reconciliation Screen
- Cash Coding
- Bank Statement (Tab)
- Account Transactions (Tab)
- Matching
- Part Payments
- Minor Adjustments
- Prepayments
- Overpayments
- Creating Spend and Receive Transactions
- Auto Suggestion
- Transfers between Bank Accounts
- Discuss Tab
- Editing Transactions
- Reconciliation Report

Unit 15: Fixed Assets

- Understanding Fixed Assets
- Fixed Asset States
- Fixed Asset Input Fields
- Fixed Asset Start Date
- Creating a Fixed Asset
- Importing Fixed Assets
- Understanding Depreciation
- Running Depreciation
- Rolling Back Depreciation
- Selling And Disposing of Assets
- Selling a Fixed Asset

Unit 16: Reports

- Understanding Reports
- Common Reporting Functions
- Adding a Summary
- Adding a Footnote
- Save a Report (Draft)
- Publish a Report
- Export a Report
- Understanding Report Layout Options
- Creating a Layout
- Apply a Layout
- Edit a Layout
- Delete a Layout
- Understanding Report Layout Options
- Create a Budget
- Import a Budget
- Export a Budget

Unit 17: Activity Statement

- Understanding Activity Statements
- Complete a Business Activity Statement (BAS)
- Complete an Instalment Activity Statement (IAS)

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**